S: 30 Sep 98

IN REPLY
REFER TO   AQOL

NOV 1 4 1997

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS
COMMANDERS, DCMC CONTRACT ADMINISTRATION
OFFICES

SUBJECT: DCMC Memorandum No. 98-13a DoD Deskbook Training (TASKING)

This is a TASKING Memorandum. It will expire upon completion of required actions. Reporting of completion will be accomplished through procedures established by the separate Districts to track accomplishment of the 1998 Performance Plan tasks. Target Audience: All DCMC Personnel.

New Requirements:
- 1998 DCMC Performance Plan task number 3.1.9 ("Perform marketing and training tasks required by DoD Acquisition Deskbook Joint Program Office communications strategy.") requires that all DCMC personnel be trained in use of the DoD Deskbook at some time during FY98. Original DoD strategy called for training of trainers who would visit DCMC sites and provide training over a 2 day period at each site. DCMC will use an alternative method.
  - Each District HQ and CAO will be responsible for conducting their own Deskbook training and reporting completion thereof. See Attachment 1 for a detailed explanation of an acceptable training strategy that can be implemented at DCMC HQ, District HQ or CAO level.
  - The DoD Deskbook is a valuable reference source for policy external to DCMC and possesses features that make finding and assimilating information from multiple sources easy. It also includes a tutorial that is fully capable of effectively instructing a novice user in all of its features. This tutorial will be the basis of the DCMC strategy for Deskbook training.

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Attachment

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Contract Management Policy

DoD Deskbook Training Strategy

- The preferred method of completing training on how to use the DoD Deskbook is via the Tutorial that comes with the Deskbook. Our premise is that the tutorial is as well qualified to teach someone to use the Deskbook as anyone that we might train to provide the same instruction.
  - Deskbook access can be had by loading it on the organization's LAN and it may also be installed on individual PCs.
    - The current version of the Deskbook is 2.1 (dated 30 Sep 97).
    - The latest CD, which contains the Deskbook proper and the Tutorial, has been distributed directly to all CAOs and District HQs. However, if you do not have the current version, go to the Deskbook Web site, "http://www.deskbook.osd.mil/", and you will be given a couple of ways you can get it.
- There are two ways to conduct Deskbook training using the Tutorial:
  - Have individuals complete the Tutorial at their desk and have them "self-certify" that they have completed the training
  - Conduct a group tutorial session in the organization's computer training facility
    - Someone practiced in the use of the Deskbook ("aced" the tutorial previously or is just a natural) could assist the students if need be
    - There may be some advantage to this method in that it would provide an opportunity to demonstrate use of the material on the Deskbook's Web site and its "Ask A Professor" feature
    - The Web site does have the Tutorial on-line but your hardware capability may be an issue with this choice - speed/responsiveness can suffer
  - Most organizations will complete the required training via a combination of the two methods
- All organizations will report (this report will not be audited) accomplishment of Deskbook training as a part of the year end reporting for the DCMC Performance Plan
  - Reports will note the number of people eligible for training and the number trained

Attachment 1